
CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE

915 CAPITOL MALL, ROOM 485
SACRAMENTO, CA 95814
TELEPHONE: (916) 654-6340
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William Pavao
Executive Director

MEMBERS:

Bill Lockyer, Chair
State Treasurer

Michael Genest, Director
Department of Finance

John Chiang,
State Controller

JOB OPPORTUNITY BULLETIN

Class:	Staff Services Analyst
	Associate Governmental Program Analyst
Tenure:	Permanent
Time Base:	Full-Time
Salary:	\$2817 - \$4446 SSA
	\$4400 - \$5348 AGPA

Under the general direction of the Executive Director, Deputy Executive Director and Program Manager, this position performs detailed tax law and policy review and financial analysis of applications for low income housing tax credits and performs other related analytical duties.

The complexity of the duties will be modified to be consistent with the classification of the candidate hired.

SPECIFIC DUTIES INCLUDE:

- Research and analyze data and project information and assist in the preparation of written and oral reports for the Executive Director, staff and project applicants. Maintain the ACCESS and Oracle databases; prepare spreadsheets, graphs, charts and annual and periodic reports as requested by the Executive Director.
- Assist in analyzing and assessing applications for the development of affordable rental housing projects to determine eligibility under Section 42 of the Internal Revenue Code and state law for low income housing tax credits; evaluate and rank projects as set forth in the Qualified Allocation Plan. Analyze and assess market studies to determine housing need and demand. Analyze and assess the financial feasibility and long term viability of said projects; verify and evaluate information presented by the applicant about the sources and uses of funds for development of the project; review projected 15-year cash flows. Employ computer modeling techniques in evaluating various project data; calculate the gap in available funding for each project to determine the amount of low income housing tax credits which may be allocated; prepare a comprehensive staff evaluation of project financial feasibility at three separate stages of project development; recommend appropriate conditions to ensure project viability. Track projects throughout the development period; review documentation submitted by project owners to ensure TCAC allocation requirements and federal and state code requirements are met.
- Conduct various administrative duties necessary in the daily operation of the Committee; assist in updating state regulations which guide the actual implementation of the program; develop per unit cost benchmarks on an annual basis; and maintain a monitoring system for all reserved, allocated and returned credits. Assist in providing technical and consultative assistance to members of the development team and others interested in the tax credit program. Assistance includes telephone calls, written communication, meetings and formal workshops. Coordinates with and monitors activity of other state housing agencies.

DESIRABLE QUALIFICATIONS:

- Ability to work cooperatively with others.
- Computer skills, including an understanding of relational database systems and spreadsheet applications (Excel).
- Excellent interpersonal and communication skills.
- Good work habits and dependability.
- Ability to handle multiple projects.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and have employment list eligibility as a Staff Services Analyst, or Associate Governmental Program Analyst, or are interested in a lateral transfer or reinstatement may apply. This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and Authorities and Commissions are encouraged to apply if interested in the position.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY. (I.E., LIST ELIGIBILITY, SROA, SURPLUS EMPLOYEE, ETC.) *If your source of eligibility is LIST ELIGIBILITY please provide proof of eligibility for admittance to the SSA examination, i.e., college degree or transcripts of completed number of units required for admittance to the exam. If you do NOT indicate the source of your eligibility, you may not be considered for an interview.* Also, list the number "342-5157-004" next to the classification on your application/resume, i.e., Staff Services Analyst, CTCAC (342-5157-004).

FINAL FILING DATE:

Applications will be accepted **until filled**. Applicants will be screened and the most qualified will be interviewed.

SUBMIT APPLICATIONS TO:

Cecilia Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

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CTCAC:kd
03/10/08